

Open Recruitment



Radio/Telephone Operator

**Approx. \$40,120 - \$48,766 Annual Salary
Plus \$1,199.98 Monthly Allowance for Health Insurance
District-paid 2% @ 55 CalPERS Retirement Plan**

Open: March 3, 2006 Close: March 24, 2006

The Bay Area Air Quality Management District is currently recruiting for the position of Radio/Telephone Operator in the Compliance Assistance and Operations (Operations) Section of the Compliance and Enforcement Division. There is currently one (1) vacancy. This is a full-time represented position.

Under general supervision, operates the District's radio base station; receives and routes complaint telephone calls and provides information as appropriate; performs related work as assigned.

EXAMPLES OF DUTIES FOR THIS POSITION

- **Operates a base radio to relay messages and information following established guidelines; maintain logs of calls, radio transmissions and other data.**
- **Screens complaint calls to determine nature of problem; provides factual information; directs calls or notifies appropriate personnel as necessary.**
- **Operates a variety of standard office equipment, including typewriters, calculators, document imagers, radio and telephones; may operate a word processor or personal computer.**
- Receives and routes a wide variety of radio and telephone calls from the public, District staff and outside agencies; provides information as appropriate.
- Maintains status of field staff and provides information regarding coordination of their work.
- Maintains a variety of office files, logs and records.
- Uses a computer terminal to enter, verify and retrieve data.

MINIMUM QUALIFICATIONS

Equivalent to two years of office assistant or general clerical experience. Some experience in public contact and data entry is desirable.

HOW TO APPLY

Interested individuals must submit a completed BAAQMD application along with their responses to the supplemental application questions no later than **5:00 p.m. on Friday, March 24, 2005**. For an application packet, contact the Human Resources Office at (415) 749-4980 or visit our website at www.baaqmd.gov. Completed application packets should be returned to: Bay Area Air Quality Management District, Human Resources Office, 939 Ellis Street, Fourth Floor, San Francisco, CA 94109. Except as requested in this announcement, do not include any additional documents, such as letters of recommendation, performance evaluations, work samples, etc. They will not be considered or returned. A resume may be included but will not be accepted in lieu of an official BAAQMD application. Postmarks, faxes, and e-mails will not be accepted.

SELECTION CRITERIA

Selection may be based upon a competitive examination consisting of a work product exercise and interview. Depending on the number of qualified applicants, an application screening and/or panel interview may be held. If a panel interview is utilized in combination with any other process, it will be weighted 100%.

The District reserves the right to utilize these procedures or any other selection procedure deemed appropriate by the Human Resources Officer and the Hiring Manager, if the qualified applicant pool includes two (2) or less bargaining unit employees.

The District may hire from this recruitment process to fill future vacancies occurring within the next 18 months.

SALARY AND BENEFITS

Initial hire is normally set at the entry salary rate.

The District provides an excellent, comprehensive benefits plan, including:

- ✓ 100% District paid family medical option
- ✓ 100% District paid family dental
- ✓ 100% District paid family vision
- ✓ 100% District paid life insurance (coverage up to 5 times annual salary)
- ✓ Transit subsidy up to \$175 per month
- ✓ Money Purchase Pension Plan (401a)
- ✓ 12-30 days of annual leave per year
- ✓ 12 days of sick leave per year
- ✓ 36 hours of floating holiday per year, 13 paid holidays

Persons with disabilities who may require reasonable accommodations during the application and/or selection process should notify the Human Resources Office at (415) 749-4980. EOE